

PLAN SUBMISSION CHECK LIST (Limited)

Complete this form as you prepare the plans, the application and additional information for submission. Allow 20 working days for the completion of the plan review by Environmental Health before starting construction. (The 20 days may increase as revisions and additional information are required, or if incomplete plans are submitted.)

- _____ - Permit application and this form completely filled out; phone and fax numbers included. Fee paid.
- _____ - Three (3) sets of plans (of professional quality) enclosed, including the hood plans. Keep the Plan Check Guide! Later, give the guide and the plan approval letter to the contractor to review during construction. *[Failing to read the guide and the letter most commonly causes delays in business openings.]*
- _____ - Hood data form submitted with cut sheets for the grease filters, exhaust and supply fans. *[Inadequate information for hoods most commonly causes disapproval of plans.]* (One copy.)
- _____ - Preliminary menu enclosed.

PAGE (Identify the page or detail numbers of the plan sheets where the appropriate issues are addressed.)

- _____ On separate drawings: the hood ventilation system. (See pages 3, 4, 6-11.) *[Inadequate information on hood systems most commonly causes disapproval of plans.]*
- _____ Shown on plans: each piece of equipment, new and existing. Submit one packet of *numbered* cut or spec sheets, or descriptions for each piece of equipment. A *numbered* equipment list with the manufacturer's name and model number can also be submitted. (Make sure that it is clear which manufacturer's name and model number is proposed and which organization lists the equipment for meeting sanitation standards. {i.e., NSF, ETL, UL, BISSC, etc.} (See page 2.)
- _____ Shown on plans: hand washing sinks for kitchen employees in addition to that of the toilet facilities. Each food preparation area contains an accessible hand washing sink. (See page 2.)
- _____ Shown on plans: floor, wall and ceiling finishes for each designated area, or a room finish schedule. Floor samples may be required. (See page 1.)
- _____ Shown on plans: a) chemical/cleanser enclosure; b) dry food, dry goods and beverage storage; c) room or designated area for storing employees' belongings, (See pages 4, 5.)
- _____ Shown on plans: location of all plumbing fixtures (including water heater location), floor sinks, floor drains and indirect connections and runs. (See pages 2, 3.)
- _____ Shown on plans: location of toilet facilities including the plumbing fixtures. (See page 2.)
- _____ Shown or described on plans: lighting in the kitchen and food preparation areas. (See page 1.)
- _____ Shown on drawings: outside garbage storage area, (See page 5); sneeze guards (scale elevations).